

Consolidated Price Book Admin User Guid

This presentation is designed to illustrate how an administrative user can

verify and load information on Regional Incentive Agreement (RIA) products by utilizing the Consolidated Price Book (CPB) application. The CPB application is designed to provide a web based catalog of RIA products for DoD military medical customers.

The following steps highlight the process of verifying RIAs:

• Go to

http://dmmonline.dscp.dla.mil/standardization/default.asp (use Internet

Explorer browser).

- Select Consolidated Price Book and log-in.
- Select ALL CUSTOMERS and then your Region.
- Under the Data Analyst Search Fields you will need to select choices from the three fields.



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- Select the "Update" button.
- Under the Update Options fill-in the fields for:
 - (Is this is a) RIA
 - RIA number
 - Select a RIA Product Group
 - RIA Effective Date
 - RIA Expiration Date
 - RIA Modification number if applicable
- At the bottom of the window select "Continue>>".
- The information you entered will appear in red font.
 - You can go back "<<Back" or continue "Update"
- A confirmation box will appear, select "OK" to continue or "Cancel" to stop the

update process. Cancel will leave the update window visible, select "<<Back"

then select "<<Back" again or choose "Reset" to clear the RIA information.

After selecting "OK" a confirmation will appear letting you



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NOTE - To speed up the RIA update process it is recommended that you have

your RIA information in-hand.

FOOT NOTES -

¹ Select Review Status

All RIA Review Status (selects both new and updated records)

New (from DAPA Management System (DMS), no RIA info loaded)

Updated (records that have been updated but need to be revised)

² Select Source

All Sources (selects every record)

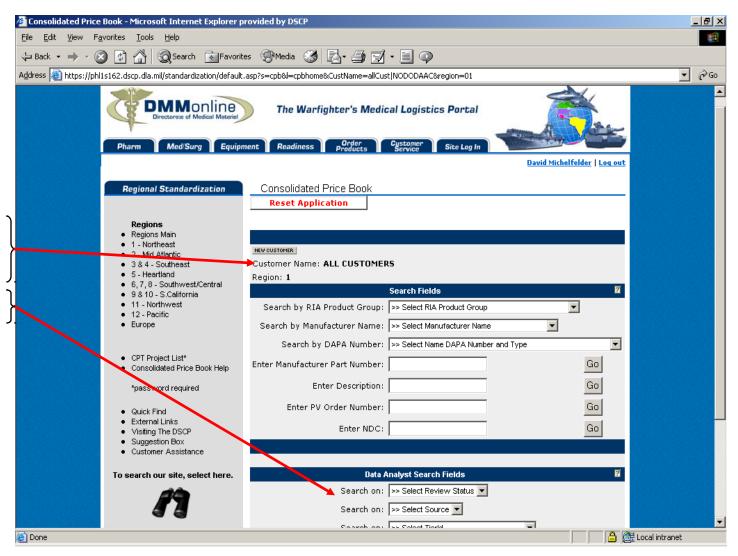
Batch Load (selects just batch updated records)

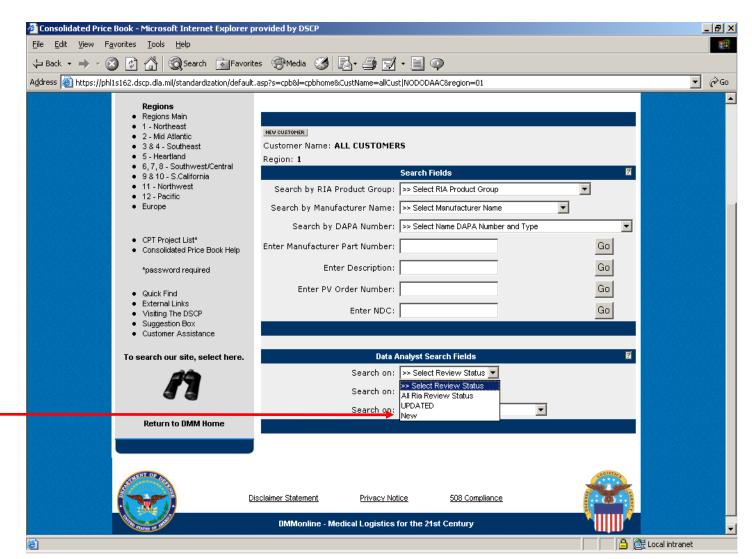
DMS (selects new records from DMS)

hl90152 (selects records that admin user loaded via CPB.3

After an admin

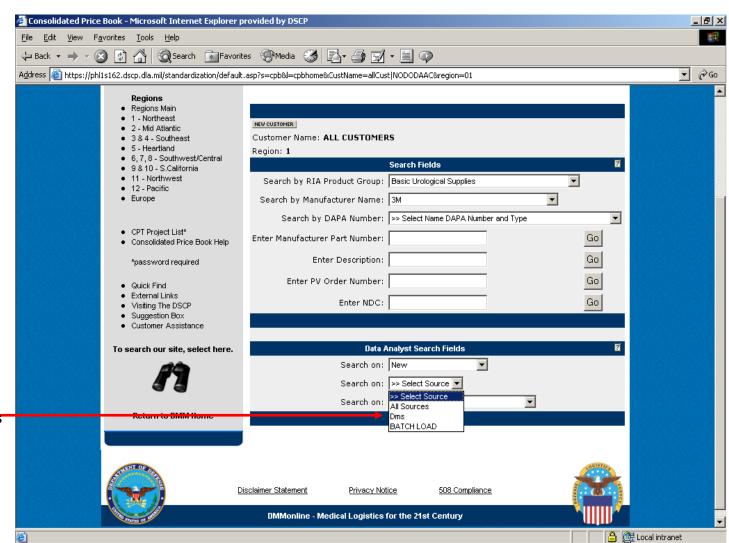
- 1. Select ALL CUSTOMERS
- 2. Select your Region, here Region 1 was selected
- 3. Go to the "Data Analyst Search Fields"



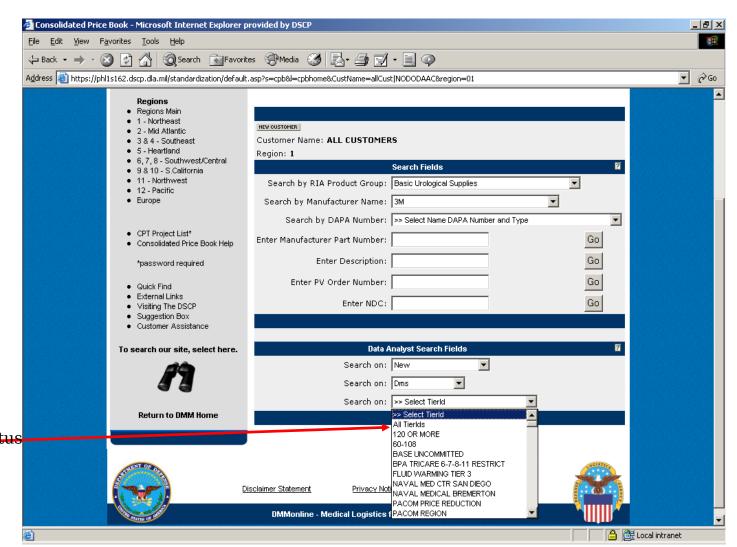


Click on the down arrow by
 Select Review
 Status
 Stelect "New"
 (No RIA info

loaded)



 Click on the down arrow by Select Review Status
 Select "Dms" (New records from DMS)



1. Click on the down arrow by
Select Review Status

2. Select "All TierIds" (selects all tiers)

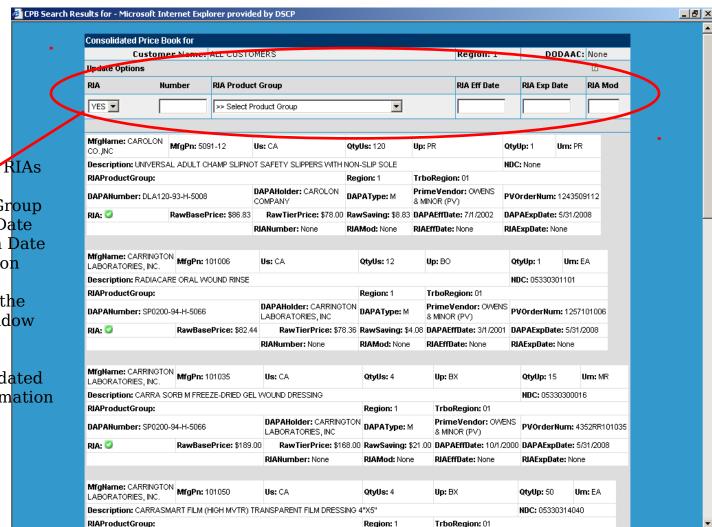
		Customer Name: ALL CUSTOMERS Region: 1 DODA								AC: None	
S	earch F	ilter									2
٠.				Not RIA Prices C (Prices not on RIA)			All Prices C (All DAPA prices)		DOWNLOAD (Save output as Excel® file)		4
	UPDATE All	, RIA	MfgName		MfgPn	UoS	RawPrice	ItemDescription			PvOrderNum
l	V		CAROLON CO.,INC	0	5091- 12	CA		UNIVERSAL ADULT NON-SLIP SOLE	CHAMP SLIPNOT SAFET	Y SLIPPERS WITH	1243509112
	V		CARRINGTON LAB	ORATORIES,	101006	CA	\$78.36	RADIACARE ORAL)	WOUND RINSE		1257101006
	V		CARRINGTON LAB	ORATORIES,	101035	CA	\$168.00	CARRA SORBMFR	EEZE-DRIED GEL WOUND	D DRESSING	4352RR10103
	V		CARRINGTON LABORATORIES, INC.		101050	CA	\$334.00	CARRASMART FILM (HIGH MVTR) TRANSPARENT FILM DRESSING 4"X5"		1257101050	
	V		CARRINGTON LAB	30RATORIES,	101051	CA	#220 NO	CARRASMART (HIG	H MVTR) TRANSPARENT	FILM DRESSING	1257101051
	V		CARRINGTON LAB	ORATORIES,	101052	CA	\$159.00	RADIACARE GEL SH	HEET		1257101052
	V		CARRINGTON LAB		101053	CA	\$160.20	CARRADRESS HYD	ROGEL SHEET 4" X4"		4352RR10105
	V		CARRINGTON LAB			CA	\$66.50	CARRASMART FOA	\M 2"X3"		1257101054
	V		CARRINGTON LAB			CA	\$52.00	CARRASMART FOA	ьм 4'X4"		1257101055
	V		CARRINGTON LAB	30RATORIES,	101056	CA	\$166.25	CARRASMART FOA	M WOUND DRESSING 6"	X 8"	4352RR10105

Here the "All"
 checkbox has
 been selected
 Only the 10 records in

this
window are now
active for
updating

3. You can select one or several records by checking off the records you want to

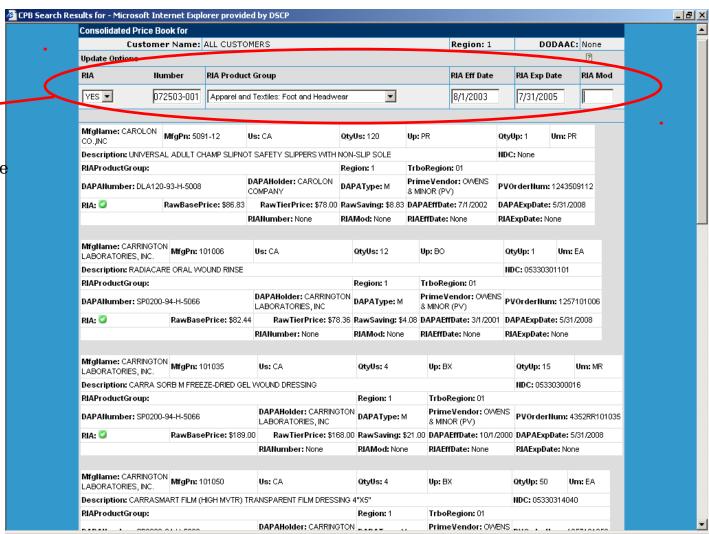
update
4. Select the UPDATE
button



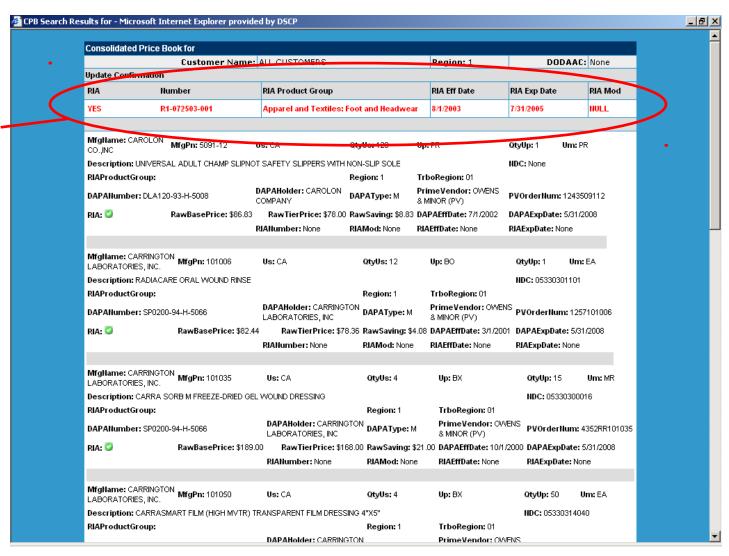
- 1. Verify that the items are RIAs
- 2. Input the RIA Number
- 3. Select the RIA Product Group
- 4. Enter the RIA Effective Date
- 5. Enter the RIA Expiration Date
- 6. Enter the RIA Modification Number if applicable
- 7. Select "Continue>>" at the bottom rightside of window

NOTE - All records are updated with the RIA information loaded

- Information is inputted (data is fictitious)
- Select "Continue>>" at the bottom rightside of window

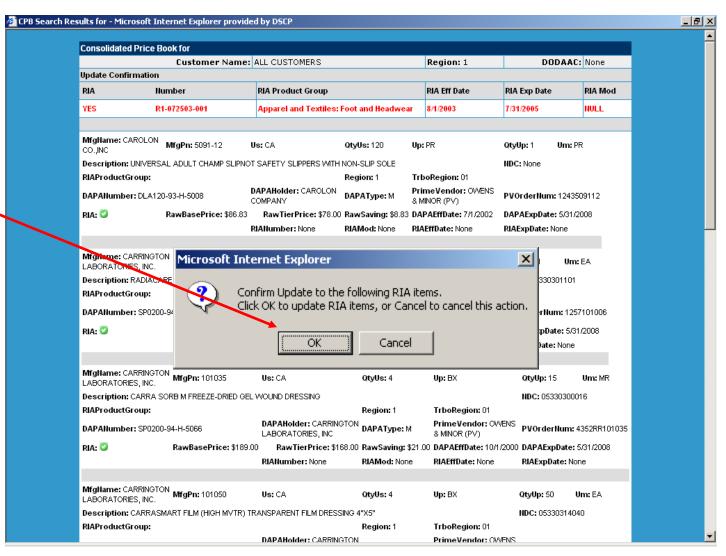


- 1. Showing the inputted info in a red font.
- 2. To accept this info select "Update" button on the lower righthand side.



To accept changes select OK

If you want to change the info select Cancel and then "<<Back" button twice. The Reset button will clear the inputted info.



	CPB Search Results for - Microsoft Internet Explorer provided by DSCP Consolidated Price Book for	_6 ×
	Customer Name: ALL CUSTOMERS Region: 1 DODAAC: None	
This window shows that the info was accepted by the C	e PB.	
	Your update has been processed! Thank you for using the Consolidated Price Book. Click	
		y
	•	



Questions?